

**Resource Conservation Funds
2004 Solicitation
U.S. Environmental Protection Agency, Region 4**

I. Funding Opportunity Description

The purpose of this grant program is to provide funding for projects which are unique and innovative. Special emphasis will be on the following Region 4 goals.

Region 4 - Resource Conservation Funds Program Goals

Specifically, EPA seeks to fund proposals that fit into one or more of the following categories:

- **Provide education and outreach, technical assistance or spur innovative approaches to promote source reduction¹, pollution prevention, product stewardship, green building, energy conservation or recovery, reuse, recycling, organic materials management and buying recycled products.**
- **Stimulate market development for materials that are difficult to recycle, such as construction and demolition debris, electronics, green waste/organic materials, tires, etc.**
- **Incorporate EPA initiatives and priorities (e.g., Resource Conservation Challenge, sustainability, and the retail initiative) into projects.**
- **Integrate source reduction, pollution prevention, and waste reduction concepts in state, regional and tribal environmental programs.**

¹ Source reduction means any action taken to reduce or eliminate a waste, hazardous substance, pollutant, or contaminant before it enters any waste stream or is released into the environment.

II. Award Information

Funding Applicability:

EPA will **NOT** fund projects to:

- purchase capital equipment (e.g. trucks, tractors, recycling bins, front-loaders, etc.); or
- fund construction or construction planning.

EPA **Will** fund projects that:

- support personnel for proposed objectives,
- conduct outreach, education or technical training, or
- produce public documents, tools, or resource materials.

For additional information please see our “Frequently Asked Questions” fact sheet.

EPA intends to make approximately \$ 45,000 in cooperative assistance agreement funds available this year for Region 4 Resource Conservation Funds. A cooperative assistance agreement is a type of grant. Under a cooperative assistance agreement, EPA provides financial assistance and is substantially involved in the project. While EPA's role will vary from project to project, EPA staff may provide technical assistance to the recipient, participate in decision-making, assist in the completion of the project, and review and concur on project outputs. EPA will also review progress reports on a quarterly basis to ensure that EPA funding is spent appropriately.

Use of Double-Sided Recycled Paper

Written proposals should be submitted on double-sided recycled paper with a minimum of 30% post consumer content.

Non-Federal Match

Matching funds are not required under this solicitation. All matching funds or other contributions provided by the grantee are subject to audits and all federal regulations.

III. Eligibility Information

Costs incurred prior to grant award will not be reimbursed. Please note that Research is ineligible for funding as well as other ineligible costs outlined in 40 CFR (Code of Federal Regulations) Parts 30 and 31.

Eligibility Specifics

- Not-for-profit organizations (must be certified 501(c)(3) organizations, based on the Federal Tax Code Section 501, to be eligible)
- State governments, possessions of the U.S., and federally-recognized tribal governments
- Local governments, city or township governments, special district governments, independent school district governments
- State controlled and private institutions of higher education
- Organizations/applicants may submit more than one proposal

IV. Initial Proposal Submission Information

Application and Selection Process

Step 1 - Communicate with EPA: We encourage you to contact us to discuss your ideas before submitting a pre-proposal. For this solicitation please contact Delores Rodgers-Smith, EPA Region 4, at (404) 562-8688 or rodgers-smith.delores@epa.gov. The purpose of this step is to ensure that your project idea meets the application eligibility requirements. It also provides an opportunity to address questions regarding this funding program and eligible costs or activities prior to the submission of the pre-proposal.

Step 2 -Pre-Proposal: If your project is eligible, you may submit a **two page** “pre-proposal” by March 26, 2004. The pre-proposal should provide EPA with a profile of the applicant, the purpose of your project, a brief explanation of how you plan to accomplish your project, and an estimate of the time and money needed to complete your project (see format below). During the review of the pre-proposals, EPA may request clarification on submitted information. Pre-proposals that are inconsistent with program goals or that contain ineligible costs and activities will be screened out of the review process, but may be referred to other EPA funding programs if appropriate.

Pre-Proposal Format -- 2 page limit (i.e., front and back of one page)

1. Applicant's name, primary contacts, address, phone and fax numbers, and e-mail (if available).
2. Background information about lead organization, and other participants/partners.
3. Summary of the project.
4. Project goals and objectives:
 - What will you achieve?
 - What will the project impact be?
 - Whom will the project benefit?
 - How do you plan to determine the project's effectiveness?
 - How will project results be measured and how will that relate to environmental improvements?
5. Project timeline (provide an overall schedule, lasting no more than 18 months).
6. Estimated project budget (show estimates for personnel, travel, supplies, etc.).

By mail: pre-proposals must be post-marked by March 26, 2004 (NO fax submissions):

Delores Rodgers-Smith, Resource Conservation Funds Proposals
U.S. Environmental Protection Agency
Region 4, 4WD-RPB/RSS
61 Forsyth Street, S.W.
Atlanta, GA 30303

Electronically: pre-proposals must be emailed by March 26, 2004 to:

rodgers-smith.delores@epa.gov.

We prefer you put the pre-proposal in the body of the email to avoid potential problems within compatible software. If you choose to send an attachment, please use Microsoft Word, Corel WordPerfect, or Adobe Acrobat (PDF) formats.

Step 3 -EPA Notifies Finalists: After the pre-proposals are ranked by EPA, we will notify finalists by April 23, 2004, to prepare a full proposal. At this time, EPA will provide finalists with a format for the full proposal. This will include a workplan of less than 5 pages, budget, and letters of commitment from project partners, if applicable.

Step 4 -Full Proposal: Finalists must submit a full proposal post marked by May 21, 2004, by mail or email and same software requested as the pre-proposal.

Step 5 -Final Selections: EPA will review the full proposals and make final selections by June 11, 2004. Applicants chosen for funding will be asked to negotiate a final workplan with EPA and to complete a federal application for assistance. Please note that if your proposal is selected, that does not constitute an award.

V. Initial Proposal Review Information

Evaluation Criteria

Both **pre-proposals and full proposals** will be reviewed by EPA using the following criteria. EPA will use the questions listed as a guideline to determine if the criteria are met.

1. Project Description (15 points)

- Does the proposal present a clear description of priority environmental problems or issues which the project will address?
- Are the goals and tasks clear and concise? Are the tasks, budget, timeline, etc. realistic?
- Does the applicant appear qualified to successfully accomplish the proposed project?

2. Project Objective/Goals (15 points)

- How well does the proposal meet one or more of the objectives listed under the Program Goals?
- Does the proposal specify realistic goals and objectives that deal with the environmental problems or issues identified?

3. Project Benefits (40 points)

- Does the project include a well-conceived strategy to achieve goals and objectives?
- Does the project leverage other public or private resources, including in-kind contributions?

- Does the project make effective and judicious use of the requested federal grant funds? Does the project take a creative, innovative approach and/or implement successful models from other areas?
- Will the project deliverables be transferable or useful to others?

4. Measurability of Project Results (30 points)

- Does the project contain clear measures of success? Measures of success should be either measures of environmental improvement, or should be directly linked to such measures. EPA will look for quantitative and qualitative measurability in the following areas:
- Will the project lead to measurable environmental improvements (e.g., amount of pollution prevented, waste reduced, reused, recycled or resources conserved)?
- How/when will measurable products and results be available?
- Will the project lead to the creation of jobs or other economic development?
- Will the project have direct measurable impacts on markets for recyclable materials?
- How does the project impact public perception and behavior to achieve beneficial environmental results?

For additional information about measurement please see our Measurement Fact Sheet

VI. Award Administration

Regulations which govern the award administration of Resource Conservation Funds are: 40 CFR Part 30 (for institutions of higher learning, hospitals, and other non-profit organizations) and 40 CFR Part 31 and 40 CFR Part 35, subparts A and B (for states, local governments and interstate agencies).

Reporting Requirements

Applicants who enter into cooperative assistance agreements with EPA must provide written quarterly reports detailing progress on the activities specified in the workplan and associated environmental results during each three month period. Applicants must also provide project deliverables and a final report at the end of the project. EPA may require additional reporting, depending on the specific project.

Disputes

Executive Order 12372, Intergovernmental Review of Federal Programs, is applicable to this Solicitation.

The process of this Solicitation may be reviewed under the dispute resolution process in accordance with 40 CFR 30.63 and Part 31 subpart F.

Confidentiality

Applicants should clearly mark information they consider confidential, EPA will make final confidentiality decisions in accordance with Agency regulations at 40 CFR Part 2, Subpart B.

Additional Information

EPA reserves the right to reject all proposals or applications and make no awards. For information about the EPA's policy on competition in assistance agreements please visit: <http://www.epa.gov/ogd/grants/competition.htm>

VII. Agency Contact

Delores Rodgers-Smith
Phone: 404-562-8688
Fax: 404-562-8439
Email: rodgers-smith.delores@epa.gov

VIII. Other Information

Please refer to the Resource Conservation Funds Frequently Asked Questions and the Resource Conservation Funds Measurement Fact Sheet for additional information and/or questions.